

Grand Ledge Public Schools



Central Office Supervisor Handbook

This handbook shall be applied uniformly to all Supervisors by the Employer. There will be no discrimination with respect to conditions of employment. This handbook is meant as a guide for the following supervisor level positions to use in regards to benefits, compensation, and work rules. Its purpose is to be a reference guide for staff.

- ✓ Transportation Supervisor
- ✓ Assistant Director of Operations
- ✓ Special Services Supervisor
- ✓ Adventure Club & Little Comets Supervisor
- ✓ Bond Supervisor
- ✓ Business Office Controller
- ✓ Human Resources Specialist
- ✓ Community Recreation Coordinator

Probationary Guidelines

The probationary period is 60 working days. Central Office staff are considered “at-will employees.”

Insurance Benefits

District Supervisors will contribute a predetermined amount on a monthly basis toward their health insurance coverage.

Plan A w/Health Insurance:

- McLaren
- ADN (SET-SEG Dental)
- NVA (SET-SEG Vision)
- SET SEG \$25,000 Term Life Insurance
- SET SEG Long Term Disability
- Voluntary participation in the School District’s Section 125 Cafeteria Plan

Plan B w/out Health Insurance:

- ADN (SET-SEG Dental)
- NVA (SET-SEG Vision)
- SET SEG \$25,000 Term Life Insurance
- SET SEG Long Term Disability
- Voluntary participation in the School District’s Section 125 Cafeteria Plan
- Cash in Lieu Single \$310 monthly/Double \$335 / Family \$400 monthly

All insurance related questions should be directed to Human Resources.

Paid Holidays

New Year's Day – Jan. 1 st	MLK Jr. Day – Jan. 15 th	President's Day – Feb. 19 th
Memorial Day – May 27 th	Independence Day – July 4 th	Labor Day – Sept. 4 th
Thanksgiving Day – Nov. 23 rd	Friday After Thanksgiving – Nov. 24 th	Christmas Eve – Dec. 24 th
Christmas Day – Dec. 25 th	Juneteenth – June 19 th	New Year's Eve – Dec. 31 st

Paid Time Off

15 Days – 0-3 years
20 Days - 3-7 years
25 Days – 7 years plus

Paid Time Off must be used by June 30 – no carry over will be allowed.

Sick Days

Supervisors will be allotted 12 sick days per year. Any days not used during the current year will be forwarded to the following year's total. Sick days may be used for personal illness and/or immediate family.

A Crisis Sick Leave Extension is established to cover emergency situations where a District Supervisor member faces an extended disability period with an inadequate sick leave accumulation due to the same or a directly related disability. After receiving written application by a District Supervisor member who has exhausted his/her own sick leave days through a total 30-day period (including all use of existing vacation and personal business days), the Superintendent shall grant a sick leave extension upon district-directed medical verification.

The criteria for a crisis sick leave extension would be as follows:

- ✓ The individual must first use all accumulated sick leave, vacation, and personal days during which the individual would receive his/her normal daily rate of pay.
- ✓ A waiting period of 5 working days with no salary must pass before a crisis sick leave extension will be granted.
- ✓ The Superintendent shall grant approval for extension with payment at 80% of an individual's daily rate of pay for a maximum period until the long-term disability insurance coverage begins.

Bereavement/Funeral Leave

Paid bereavement/funeral leave up to five (5) days shall be granted for a death in the immediate family. Immediate family is defined as spouse/domestic partner, children, parents, brothers, sisters, grandparents, and parent-in-laws (this includes any "step" for all categories). This leave will not be deducted from the employee's PTO bank.

Longevity Schedule *

5-9 years	\$700
10-14 years	\$1,400
15-19 years	\$2,000
20-24 years	\$2,700
25 years & more	\$3,300

*Longevity is paid in lump sum at the completion of the current school year.

Step Increases

Staff may move up the salary schedule one step each year. In addition to the step, Supervisors may receive across the board raises granted by the Board of Education.

Promotion Benefits

Staff wishing to apply for posted positions should apply online. District Supervisors will be given fair consideration for positions, which they are certified and qualified to hold.

Reassignments

District Supervisors may be given reassignments due to changing job responsibilities with departments or possible cuts in staffing. Staff will be given ample notice of such changes.

Retirement Benefit

When a Grand Ledge Public Schools Supervisor retires under the provisions of the Michigan Public School Employees Retirement System (MPERS) and has had at least ten (10) years of service in the Grand Ledge Public Schools, they shall be paid for all unused sick leave, based on one-half (50%) of his/her current rate. In no event shall such payment exceed the following percentage of any employee's average annual income from the Grand Ledge Public Schools in the past three (3) years.

20 years or more	23%
16 years to 19 years	18%
12 to 15 years	13%

The Board of Education will pay a retirement benefit of \$100.00 for each year an employee has been employed by the Grand Ledge Public Schools at the time of retirement. To qualify for this benefit, the employee must have completed a minimum of ten (10) full consecutive years of service in the district at the time of retirement. This will be prorated to actual months worked past an even year.

Tuition Reimbursement/Certifications

All positions referenced in this handbook shall receive \$500.00 for each credit towards a degree. All coursework for reimbursement must be applicable to your current position and be approved by the Superintendent or designee (Human Resources). Supervisors can submit transcripts prior to September 1, and January 15, of each year for reimbursement. Any employee who receives tuition reimbursement and resigns within 2 years will be required to pay a portion or all of the funds received back to the district.

Certifications that are required by the district for your position, will be paid by district funds.

School Closings

When school is declared closed due to inclement weather, heating problems, road conditions or other problems that may arise, Supervisors will work unless notified otherwise by the employer. Employees must notify the employer if they cannot arrive at work at their normal time due to inclement weather and give an estimated arrival time. The estimated arrival time will be within two (2) hours of the employees' normal starting time. Once they arrive, employees will be expected to work the same number of hours as regularly scheduled unless excused by their supervisor or designee. An employee calling to report they will be late or unable to report to work must speak directly with their supervisor or designee.